

Appendix 1 – Model 2C

ENCLOSURE III

SAMPLE AGENDA FORMAT

Please see Enclosure II, which matches the CMS reviewers with the M+CO staff they should be scheduled to speak with. If some of your staff are responsible for more than one area, the discussions may be combined. The discussions may be scheduled to accommodate the M+CO staff involved. Leave one-half hour between discussions. Please do not schedule any discussions until (date and time).

(Day and Date) (e.g., Monday, October 7, 2002)

<u>Time</u>	<u>Subject</u>	<u>Location</u>	<u>Participants</u>
e.g., 1:00 – 2:00 p.m.	Entrance Conference	Board Room	All
2:00 – 5: 00 p.m.	Document Review	Conference Room A	All CMS Reviewers

(Day and Date) (e.g., Tuesday, October 8, 2002)

<u>Time</u>	<u>Subject</u>	<u>Location</u>	<u>Participants</u>
e.g., 8:00 – 4:30 p.m.	Document Review	Conference Room A	All CMS Reviewers

(Day and Date) (e.g., Wednesday, October 9, 2002)

<u>Time</u>	<u>Subject</u>	<u>Location</u>	<u>Participants</u>
e.g., 8:00 – 9:00 a.m.	Document Review	Conference Room A	All CMS Reviewers
9:00 – 10:00 a.m.	Function A	Conference Room B	Reviewer A
	Function B	Conference Room C	Reviewer B
10:00 – 10:30 a.m.	Document Review	Conference Room A	All CMS Reviewers
10:30 – 11:30 a.m.	Function C	Conference Room B	Reviewer A
	Function D	Conference Room C	Reviewer B

Etc.